

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT EMPLOYEE CLUBS	EFFECTIVE DATE 07/31/2000	NUMBER 02.04.106
	SUPERSEDES 02.04.106 (10/23/89)	
	AUTHORITY MCL 791.203	
	ACA STANDARDS NONE	
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POLICY STATEMENT:

Employees may establish an employee club as set forth in this policy.

POLICY:

- A. An employee club may be established at a work site, comprised of employees at that work site, with the approval of the Warden in consultation with the appropriate Regional Prison Administrator (RPA), the Field Operations Administration (FOA) Deputy Director or designee, or, for Central Office, the Director. The club shall be required to submit a letter of application to the Warden, FOA Deputy Director, or the Director, as appropriate. The letter shall state the purposes and goals of the club and the general activities to be conducted.
- B. The Warden, FOA Deputy Director or designee, or Director, as appropriate, shall ensure the club's purpose, goals and activities do not conflict with the Department's mission or goals before approving the request. The Department is not responsible in any way for the operation of the club or its activities.
- C. Employee club business shall be conducted at times and places so as not to interfere with the regular work responsibilities of its members. Clubs may meet in available space at the work site as approved by the Warden, FOA Deputy Director or designee, or Director, as appropriate. Members shall not conduct club business on State time.
- D. Employee clubs may conduct fund-raising activities at the work site, including retail operations (e.g., vending machines, sales counters), with the approval of the Warden, FOA Deputy Director or designee, or Director, as appropriate. Employee clubs may not take over existing vending machine operations.
- E. At a facility with a Prisoner Benefit Fund (PBF), 25% of the net profits from each fund-raising activity shall be deposited on a monthly basis into the PBF at that facility. This does not include profits from vending machines used only by employees or funds raised solely for and donated to a charitable cause.
- F. At the close of each fiscal year, each employee club shall prepare an annual financial report consisting of all profit and loss statements and balance sheets, including year-end outstanding bills, prepared during the year. Within two months of the close of the fiscal year, this report shall be audited, at the employee club's expense, by an independent certified public accountant to ensure the records are kept in accordance with generally accepted accounting principles. A copy of the annual financial report and the accountant's findings shall be forwarded within 30 days after receipt of the accountant's findings to the Warden, FOA Deputy Director or, for Central Office, the A&P Deputy Director or designee, as appropriate. The accountant or firm who conducted the audit shall be clearly identified.
- G. If it is determined that an employee club has not complied with the requirements set forth in this policy or is no longer operating in a manner consistent with the Department's mission or goals, the Warden in consultation with the appropriate RPA, the FOA Deputy Director or designee, or, for Central Office, the Director, as appropriate, shall determine if the club will be allowed to continue to operate and, if so, under what conditions.
- H. Under no circumstances shall the Department assume responsibility for lost, misappropriated or stolen employee club funds.

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AUDIT ELEMENTS

- I. A Primary Audit Elements List has been developed and will be provided to Wardens, the FOA Deputy Director, the Administrator of the Special Alternative Incarceration Program (SAI) Facility, and the A&P Deputy Director to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:07/05/00